



COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR



MARK J. SALADINO
TREASURER AND TAX COLLECTOR

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July 1, 2004

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

RECOMMENDATION TO AWARD CONTRACT FOR
TITLE INVESTIGATION AND REPORTING SERVICES
(ALL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached contract (Attachment I) with WestCoast Title Company for a term of one (1) year at an annual maximum cost of \$800,000, for the provision of title investigation and reporting services related to the sale of tax defaulted properties, at the rate of \$60.00 per each parties of interest report, for the Treasurer and Tax Collector's Secured Property Tax Division.
2. Authorize the Treasurer and Tax Collector to execute four (4) one-year renewal options and six (6) month-to-month extensions, at the option of the Treasurer and Tax Collector.
3. Authorize the Treasurer and Tax Collector to execute amendments to increase the contract sum by no more than 15% annually based on increased workload or special projects, if applicable.

PURPOSE/MUSTIFICATION OF RECOMMENDED ACTION

The Treasurer and Tax Collector (TTC) currently contracts with MFI Title Service, a private agency, to provide title investigation and reporting services related to

properties deemed Tax Defaulted Subject to the Power to Sell pursuant to Chapter 7, Part 6, Division 1 of the California Revenue and Taxation Code. The proposed contract will replace the current contract, which will expire on August 9, 2004. Prior to the sale of such property, TTC is required to notify all parties of interest pursuant to Revenue and Taxation Code Section 3701 of an impending tax sale. TTC utilizes title investigation reporting in the form of Parties of Interest Reports to identify all lien holders of record, any persons with Title of Record to all or any portion of the properties and all recorded documents affecting said properties in the Auction in order to make such notifications. TTC has contracted for the provision of title investigation and reporting services since 1985.

The recommended contract award is needed to continue the provision of title investigation and reporting services.

Implementation of Strategic Plan Goals

Approval of the recommended award is consistent with the County's Strategic Plan in the areas of Fiscal Responsibility and Organizational Effectiveness.

FISCAL IMPACT/FINANCING

The maximum contract expenditure for the first year is \$800,000. Title search fees are recovered from the sale or redemption of tax defaulted properties, at the Board approved fee pursuant to the provisions of Los Angeles County Code Section 4.64.150. These fees are recovered at the time the tax defaulted property is redeemed or sold. A recommendation will be brought before your Board to adjust this Board approved fee to reflect the change in actual cost, if any, incurred by the County for this service.

Funding has been included in the 2004-05 Adopted Budget. Funds required for subsequent years will be included in each year's budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Your Board is authorized to approve this contract pursuant to Government Code Section 31000. Proposals were solicited for the provision of title investigation and reporting services. The Request for Proposal (RFP) included the Contract Solicitation Protest Policy adopted by the Board of Supervisors on April 6, 2004.

This is not a Proposition A contract, therefore the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract. The contract contains the County's required provisions, including the requirement for the contractor to notify and assist its employees with the Federal Earned Income Tax Credit application

process, the consideration of qualified GAIN/GROW participants for employment openings, and compliance with the Jury Duty Ordinance, the Safely Surrender Baby Law and the County's Child Support Compliance Program. It has been determined that the services under this contract do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program", because of the specialized knowledge and training required to perform the work.

The contract includes all currently required provisions and has been properly executed by the contractor. County Counsel has approved this contract as to form and content.

CONTRACTING PROCESS

On May 14, 2004 RFPs were mailed to sixty-seven (67) prospective proposers listed in Attachment II, which consisted of TTC's proposer's list, vendors from the County's Office of Affirmative Action Compliance Community Business Enterprise Database, Los Angeles County's online website of vendors by commodity, and neighboring Counties resource lists. In addition, a notice of the RFP was posted on the Los Angeles County Bid Website. A Mandatory Proposer's Conference was held Friday, May 21, 2004 with five (5) firms attending. The Proposal submission due date was extended from Friday, June 11, 2004 to June 14, 2004 due to the Board adopted National day of mourning.

Three proposals were received and reviewed for compliance with the minimum requirements as stated in the RFP. All proposals were reviewed by the Evaluation Committee and were rated on the following criteria: 1) Proposer's Qualifications; 2) Proposer's Approach to Providing Required Services; 3) Quality Control Plan; and 4) Cost. The proposal submitted by WestCoast was the highest rated, most responsive and responsible proposer, with the lowest proposed cost.

Community Business Enterprise Program information for each firm is shown on Attachment III. On final analysis and consideration of an award, the contractor was selected without regard to gender, race, color, creed or national origin.

IMPACT ON CURRENT SERVICES

Approval of the recommended contract will ensure uninterrupted title investigation and reporting services related to the sale of tax defaulted properties.

The Honorable Board of Supervisors
July 1, 2004
Page 4

CONCLUSION

Instruct the Executive Officer-Clerk of the Board of Supervisors to return two (2) signed originals of the contract and one (1) adopted stamped Board letter to TTC.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark J. Saladino", with a stylized flourish at the end.

MARK J. SALADINO
Treasurer and Tax Collector

MJS:evt

Attachments (3)

c: Executive Office, Board of Supervisors
Chief Administrative Office
County Counsel